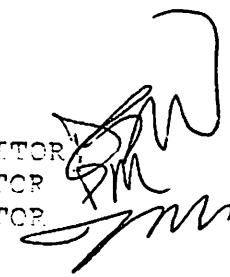


TO: ALL REPORTERS

FROM: DAN WHITCOMB, EXECUTIVE EDITOR
PHIL METEGER, MANAGING EDITOR
JENNIFER MOULTON, CITY EDITOR



DEADLINES ARE NOT BEING MET BY 75% OF THE REPORTING STAFF. 10 A.M. IS NOT AN ESTIMATE OF WHEN YOU SHOULD TURN YOUR STORY IN. IT IS THE LAST POSSIBLE HOUR WE CAN RECEIVE YOUR COPY.

IF A STORY IS ASSIGNED TO YOU BEFORE 3 P.M. ON THE PREVIOUS DAY, IT BELONGS ON THE CITY DESK AT 10 A.M. THIS RULE WILL BE ENFORCED BECAUSE WHEN REPORTERS ARE LATE, THE EDITORS ARE FORCED TO STAY LATE, AND THE DAILY TITAN HAS TO PAY EXTRA FOR A LATE NEWSPAPER. WE HAVE BEEN HERE AS LATE AS 10:30 ON SOME NIGHTS ALREADY.

REPORTERS WHO CONTINUE TO MISS THE 10 A.M. DEADLINE WILL FIND THE QUALITY AND QUANTITY OF THEIR ASSIGNMENTS FROM THE EDITORIAL STAFF SEVERELY DEPLETED. IMPORTANT STORIES NEED CAREFUL, METICULOUS READS, AND THOSE WHO ARE LATE WILL BE FORCED TO COVER RATHER MEANINGLESS EVENTS.

THIS IS NOT A THREAT, JUST A SIMPLE STATEMENT OF FACT. IF YOU WANT TO COVER SOMETHING WORTHWHILE ON THIS CAMPUS, FOLLOW YOUR BEATS AND MEET YOUR DEADLINES.



MEMORANDUM

California State University, Fullerton
Department of Communications
(714) 773-3517
To: All Faculty

Date: September 25, 1989

From: Comm Internship Office/Al Hewitt, Acting Coordinator
Library 26

Subject: Comm 439 (Internship) Applications

Please announce to your classes, if appropriate, that applications for Spring internships, will be available in the Comm office, H230, on October 1. Signup sheets for a required one-hour orientation also will be there on the counter. It is very important that students file the Spring application by October 20. They often do not seem to get the word early enough. Summer internship applications will be available November 1. Thank you.

HEY, EVERYBODY. / NOTE OCT. 1
DATE FOR INTERNSHIP APPLICATION —
JAY

OCTOBER 6, 1989

Joe Bustillos

AS OF TODAY, MY RECORDS INDICATE YOU HAVE WRITTEN 7 STORIES DURING THE FIRST FIVE WEEKS OF PUBLICATION, AND A TOTAL OF 328 LINES.

THAT PLACES YOU 21st AMONG THE 26 PEOPLE ENROLLED IN COMM 338 IN TOTAL PRODUCTION.

IN TERMS OF WRITING STYLE, QUALITY, LANGUAGE, CLARITY AND PRODUCTION, YOUR WORK IS APPROXIMATELY B.

IF THE SEMESTER WERE TO END TODAY, YOU PROBABLY WOULD RECEIVE A GRADE OF C.

NINE WEEKS REMAIN IN THE SEMESTER. PLEASE LET ME KNOW IF YOU HAVE ANY QUESTIONS.

JAY BERMAN



Department of Communications
(714) 773-3517

TO: ALL REPORTERS
FROM: JAY BERMAN
SUBJECT: DEADLINES
DATE: OCTOBER 11, 1989

Some of you are just not close to making deadline. As a result, we are getting out later this semester than in any other in recent memory.

The paper is supposed to be off the floor by 7 p.m. and on its way to the printer. We're rarely out of here before 9.

Some of you have been unhappy with the editing done to your stories. I suspect that stories turned in before deadline do better during the editing process because there is more time to look at them.

You know whether you've been making deadline or not. If you are, we appreciate it. We need it. If you aren't, why not? The deadlines aren't arbitrary. They are set when they are for a reason. Please help us put out a better paper.

Thanks.

####

10/27/89

To: All Back Pages writers.
From: Tim Biner

10/27/89

From now on, all stories for BP's are to be written on Microsoft Word (a.k.a. Write&Spell in the BP folder.) This will make the stories easier to read for the copy editors.

When you first start writing, go to *Format* and set the style to "BP style", then type away. DO NOT indent the beginning of paragraphs or bylines; just hit return at the end of each paragraph. PageMaker will indent the paragraphs and byline later on. DO, however, bold your byline. Just highlight it with the mouse, then go to *Format* and select the **bold** option.

If anyone has questions about using Microsoft Word, please see me or Desirée.

Your cooperation will help to avoid mistakes and make the production of Back Pages go much faster.

Thanks,
Tim Biner

TO: ALL REPORTERS

FROM: JAY BERMAN

SUBJECT: HARD COPIES, DISKS

DATE: NOVEMBER 6, 1989

THE EDITORS HAVE ASKED ME TO REMIND YOU OF THE FOLLOWING. WE NEED TO HAVE HARD COPIES PRINTED OUT ON ALL STORIES--ONE TO THE EDITORS AND ONE TO ME.

ADDITIONALLY, PLEASE DON'T TAKE YOUR TITAN DISKS OUT OF THE TITAN. LEAVE THEM IN YOUR BASKETS. WE HAD A PROBLEM LATE LAST WEEK WHEN A REPORTER DIDN'T MAKE A HARD COPY FOR ME AND DIDN'T LEAVE HIS DISK IN HIS BASKET. ONE OF THE COPY EDITORS HAD DIFFICULTY RETRIEVING THE STORY. IT ALMOST DIDN'T RUN.

ANOTHER REMINDER: THIS IS THE TENTH WEEK OF PUBLICATION OF THE TITAN. I'LL HAVE A COMPILATION OF YOUR STORIES, LINEAGE, ETC., IN YOUR BOX BY FRIDAY AFTERNOON. SOME OF YOU IN CONVERSATION SEEM TO BE EQUATING LINEAGE WITH AUTOMATIC SUCCESS. THE STORIES MUST NOT ONLY BE WRITTEN; THEY MUST BE ABLE TO APPEAR IN AN THE TITAN WITHOUT NEEDING COMPLETE MAKEOVER. AND THAT ISN'T ALWAYS WHAT WE GET. LESS THAN FIVE WEEKS TO GO (WE LOSE TWO DAYS OF PUBLICATION DURING THANKSGIVING WEEK). PLEASE STAY WITH US.

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11/6 10:00

Desiree:

- (1) I WANT TO RE-WRITE THE ALBANY PREVIEW TO ⁷⁶ LINDS BY 1:00. [DONE VSB 12:45]
- (2) THE "WOMAN IN MEDIA" PROFILE OF DR. MICHELE BEDARD WILL NOT BE READY FOR THIS ISSUE. I NEED ADDITIONAL TIME FOR THE STORY & THEN HAVE NEEDS ADDITIONAL PHOTO TIME.
- (3) I WANT TO COVER THE MARTIN LUTHER KING "MONTGOMERY TO MEMPHIS" PRESENTATION. THE SHOW ISN'T UNTIL WEDNESDAY AFTERNOON - I'M NOT SURE HOW YOU WANT THE STORY FILED. → LATE ADDITION TO BACK PAGES? OR HOLD FOR OVER A WEEK.

PLEASE CONTACT ME - LEAVING A MESSAGE IN MY BOWL OR LING ON MY PHONE WOULD BE APPRECIATED

JOE BUSTILLOS
524-9310

11/10

- (1) NEXT TIME - CHECK W/ME BEFORE YOU CHANGE ANYTHING - YOUR STORY HAD BEEN COPY-EDITED ALREADY + YOU CREATED EXTRA WORK FOR

PHIL + MYSELF.

(2)+(3) - JUST LEAVE THE STORIES ON THE MAC.
ANY PHOTOS ~ PLEASE LEAVE THEM IN
MY BOX.

GENERALLY:

The "Women in Media" story sounds interesting. I would greatly appreciate it if you would ASK me first before you just go ahead and assign yourself stories. I don't mind reporters coming up with their own ideas - in fact, I encourage it. But I like to know in advance so I can plan where and when I want the stories in the paper, or even if I want them.

Thanks for your diligence this semester. I don't foresee anything else you need to do, beyond #(2)+(3) above (unless you think of something cool.) Thanks,
Desiree

November 10, 1989

JOE BUSTILLOS

As of today, my records indicate you have written 11 stories during the first 10 weeks of publication, and a total of 547 lines.

That places you 22ND among the 25 people enrolled in Comm 338 in total production.

In areas of writing style, quality, language, clarity and punctuation, your work is approximately A/B .

If the semester were to end today, you probably would receive a grade of C. (Your work is good but 11 stories and 547 lines is just barely a C for 10 weeks).

We have four weeks remaining. Please stay with us and help us put out the best paper possible. Let me know if you have any questions.

Jay Bermana

December 5, 1989

Dear Reporters--

Final memo of the semester, most likely. Please try to come to Comm 338 on Wednesday (H-312, for those of you who have forgotten).

I need to turn in my evaluations for the semester, and it makes me look a little foolish when only three or four people fill them out. This is your opportunity to get back at me for all the terrible things I've been scrawling on your otherwise prize-winning copy.

Thanks,

A handwritten signature in cursive script, appearing to be 'Jay' or 'Ja', with a large loop at the end.

NAME: JOE BUSTILLOS

DAILY TITAN REPORTER'S BUDGET

I AM WORKING ON THE FOLLOWING STORIES ~~THIS WEEK~~:

_____ (PROBABLE LENGTH)

BOOK FENOW: ROBERT VOSTROW "JOURNEY TO THE STARS" (PROBABLE LENGTH)

BOOK REVIEW: ROBIN WEIGHT "IN THE NAME OF GOD" MID-EAST POLITICS (PROBABLE LENGTH)

_____ (PROBABLE LENGTH)

THEY WILL BE TURNED IN ON THE FOLLOWING DAYS:

FROM THESE ARTICLES, THERE ARE THE FOLLOWING PHOTO POSSIBILITIES:

OTHER COMMENTS, STORY IDEAS:

#####

NAME: Joe Bustillos

DAILY TITAN REPORTER'S BUDGET

I AM WORKING ON THE FOLLOWING STORIES THIS WEEK:

BOOK REVIEW: ROBIN WRIGHT "IN THE NAME OF GOD: THE KHOMEINI" (PROBABLE LENGTH)

DECADE " - YES BY MON. MORNING (PROBABLE LENGTH)

ALBUM REVIEW: PHIL COLLINS "BUT SERIOUSLY ..." (PROBABLE LENGTH)

DOESN'T MATTER WHEN (PROBABLE LENGTH)

THEY WILL BE TURNED IN ON THE FOLLOWING DAYS:

ONE WEEK - I NEED CONFIRMATION BY TUESDAY AFTERNOON

FROM THESE ARTICLES, THERE ARE THE FOLLOWING PHOTO POSSIBILITIES:

OTHER COMMENTS, STORY IDEAS:

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